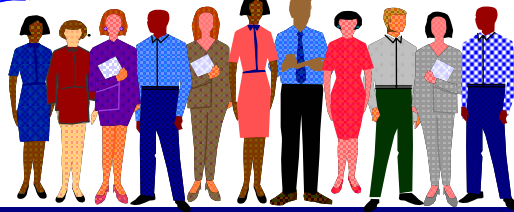


Personnel Issues & You



UPPS Newsletter 2003-12

December 1, 2003

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Frankfort, Kentucky 40601*

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W-2 Schedule

December 18, 2003, Thursday, close of business: After this date, all adjustments sent to the Personnel Cabinet for keying **MUST** be completed in **red ink** and have "2003" written at the top to ensure they are processed against the 2003 employee record.

December 24, 2003, Wednesday, close of business: The last day for submission of an SAS-27 to the Personnel Cabinet to be included in 2003 wages.

January 5, 2004, Monday, close of business: Cutoff for a "Request for Refund on Payroll" to be received in Treasury. After this date, refunds will have to be done from 2004 funds and adjusted on the 2004 record.

January 9, 2004, Friday, 1:00 pm: Cutoff for adjustments.

January 13, 2004, Tuesday: Target date for printing W-2s.

INSIDE THIS ISSUE

1	W-2 Schedule
2	SAS-27 Errors
2	TAX03 Instructions
3	Rate Changes for Optional Payroll Deductions
3	Health Insurance Information
5	Cross Reference (Active and Retiree) Contribution for 21 Counties

NOTE: Do not enter any 2004 adjustments until we have confirmed that the W-2s are printed. Last year several agencies keyed new year adjustments too soon which adjusted the W-2 record and resulted in the agencies having to issue a corrected W-2s.

SAS-27 Errors

The following are errors that we continue to see on the SAS-27. Please take a few minutes to ensure that all of your SAS-27s are completed accurately and contain all the necessary information.

- Local Taxes are computed incorrectly.
- Remember the Amount column on the SAS-27 is for the employee's information. EX: If you put an amount in the Retirement block under the Amount Column, that is the amount that will be sent to pay retirement. It's not the amount payable to the employee for a Retirement Installment Purchase Refund.
- When calculating Gross to Net for the employee, we have been receiving numerous SAS-27's that are 1 to 2 cents off. If you are using excel or some type of software that calculates for you, you need to ensure that Gross minus all deductions equals the net. Also on the State Pay column, when you add the Gross to net it must be correct.
- Social Security and Medicare Taxable Amounts are incorrect. Please refer to the May 2001 Newsletter that is available to all payroll officers on the Personnel Cabinet's Home Page www.personnel.ky.gov.
- Please complete the memo column that is provided on the SAS-27's. We have had numerous SAS-27's that do not have the information needed from the Health Insurance line down. This information is very important and it is very time consuming when we have to contact the agencies to get the information needed.
- Please check on the SAS-27 whether the employee is P-1 employee, Non P-1 Employee in UPPS or Non P-1 Employee other.

TAX03 Instructions

We have had several inquiries on how to access TAX03. The instructions are as follows:

1. Sign on to CICS.
2. At the Application Selection Menu choose TSOB. You may need to scroll up or down until you find TSOB and the number you will have to enter to select it. On the Command Line enter the number to select TSOB and hit enter.
3. You should be at the TSO/E Logon Screen. Your user ID should already be there, but if not enter it. Go to password and enter your password and then hit the enter key.
4. Keep hitting the enter key until you get a READY prompt. Type TAX03 and hit enter.
5. You should be at the TAX03 Screen. From here, you will be asked questions and you will have to enter the correct information to each question. You should print out the B, C & K Screens from POPY to have the needed information. Make sure to hit the enter key after each entry. Once you have gone through and answered all the questions, it will give you all the information that you need to enter on a SAS-27. It will go from Gross to Net.
6. Once you have written down all the information on the SAS-27, you will need to logoff to get out of TSO. At the READY prompt, enter logoff and then hit enter. Give it a second and it will take you back to the Application Selection Menu.

If you have any questions or if you have problems with getting into TSOB, please call the Payroll Branch at 502-564-6883.

Rate Changes for Optional Payroll Deductions

The following rate changes will go into effect January 1, 2004.

United Concordia	2003	2004
Flex		
Single	\$27.92	\$29.95
Dual	\$53.54	\$57.43
Family	\$93.29	\$100.07
Plus		
Single	\$11.64	\$12.49
Dual	\$23.98	\$25.72
Family	\$35.04	\$37.59

Burch Dental Plan, Inc	2003	2004
Single	\$14.60	\$18.25
Dual	\$26.61	\$32.50
Family	\$37.60	\$47.50

Health Insurance Information

MEMORANDUM

To: Insurance Coordinators
Payroll Officers

From: Office of Public Employee Health Insurance

Date: November 21, 2003

Re: Cross Reference Plan Administration for 2004

County List: Bath, Bourbon, Boyd, Calloway, Campbell, Carter, Clay, Elliott, Graves, Greenup, Harlan, Henderson, Jackson, Lawrence, Marshall, Menifee, Morgan, Pike, Rockcastle, Rowan and Union County

In an effort to ease administration for cross-referenced plans in the above referenced counties for the 2004 plan year, please use the following guidelines:

1. Cross-reference administration will differ based on active vs. retired status.
2. Two active employees will require the addition of one “ lowest cost single option A” contribution and one “ enhanced” contribution. These amounts will be combined, divided by two and entered as “ employee contribution” . If remaining premium is owed, that amount will be divided in two and deducted from each employee’ s paycheck. This amount can be deducted monthly or twice monthly, based on the employee’ s choice. Please refer to the attached grid for specific information, organized by county.
3. An active employee, who is cross-referenced with a retiree, will receive the enhanced contribution in his/her county; however, the retiree will not. This administration will require contact with the appropriate retirement system to ensure that the monies are managed appropriately.

Following is a current list of the contacts for each system, involved with this process. Both email and telephone numbers have been included for ease in contact.

CONTACT INFORMATION

Contacts: For Eligibility Questions
Reina Diaz Dempsey, OPEHI, 502-564-1205,
reina.diaz-dempsey@mail.state.ky.us

For Payroll Questions
Carol Kelien, UPPS, 502-564-6883
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Carolyn Smither, MUNIS/School Finance, 502-564-3846
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Julie Rogers, KTRS,
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502-848-8500

Ashley Briscoe
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502-848-8500

Abby Sutherland, KRS,
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(502) 564-4646

The following attachments will provide additional clarification to the information presented in this memo. Please know, the examples provided in the first attachment are based on an Active and a Retiree with full benefits. For information on Cross Referencing with Retirees with less than full benefits, contact the appropriate Retirement System.

Cross Reference (Active and Retiree) Contribution for 21 Counties

Boyd, Carter, Elliott, Greenup, Henderson, Lawrence and Union Counties

Lowest Cost Single Option A Plan = CHA PPO Option A

Couple Cross Reference		Family Cross-Reference	
\$981.00	Couple Rate	\$1,090.00	Family Rate
\$623.28	Active Contribution	\$660.76	Active Contribution
\$436.00	Retiree Contribution	\$436.00	Retiree Contribution
\$1,059.28	Total Contribution	\$1,096.76	Total Contribution
\$981.00	Actual Contribution*	\$1,090.00	Actual Contribution*
\$0.00	Per EE/Retiree Cost	\$0.00	Per EE/Retiree Cost

*Actual Contribution is amount equal to the total cost of the plan.

Bath, Bourbon, Calloway, Clay, Graves, Harlan, Jackson, Marshall, Menifee, Pike, Rockcastle

Lowest Cost Single Option A Plan = Bluegrass Family Health PPO Option A

Couple Cross Reference		Family Cross-Reference	
\$648.88	Couple Rate	\$720.96	Family Rate
\$291.16	Active Contribution	\$291.72	Active Contribution
\$288.36	Retiree Contribution	\$288.36	Retiree Contribution
\$579.52	Total Contribution	\$580.08	Total Contribution
\$69.36	Total Monthly Cost	\$140.88	Total Monthly Cost
\$34.68	Per EE/Retiree Cost	\$70.44	Per EE/Retiree Cost

Campbell, Morgan and Rowan Counties

Lowest Cost Single Option A Plan = CHA Health PPO Option A

Couple Cross Reference		Family Cross-Reference	
\$702.00	Couple Rate	\$780.00	Family Rate
\$344.28	Active Contribution	\$350.76	Active Contribution
\$312.00	Retiree Contribution	\$312.00	Retiree Contribution
\$656.28	Total Contribution	\$662.76	Total Contribution
\$45.72	Total Monthly Cost	\$117.24	Total Monthly Cost
\$22.86	Per EE/Retiree Cost	\$58.62	Per EE/Retiree Cost

Employee Deduction Information--225 Transaction

Change Indicator

COMPANY NO.	EMPLOYEE NO.	TCR	EMPLOYEE NAME (FOR REFERENCE)	TRANS NO.	DATE	TRF NO.	TRF DATE	ADMIT NO	ADMIT DATE	COAL	UTILITY
1	5	15	SAMPLE: EE PAYS	1	19	24	25	26	27	28	29
1	2345	X	NOTHING. EA PAYS	225	24	25	26	27	28	29	30
1	2345	X	275.44 + 226.44	225	30	31	32	33	34	35	36
1	2345	X	245 6.00 SHORTFALL	225	36	37	38	39	40	41	42
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